

Sacramento's employment page. The CalOpps application is considered an official City application. Be sure to submit all the required documents, which include; official City application, supplemental questionnaire, and resume.

— OR —

PAPER APPLICATION: You may submit the required documents, which include; official City application, supplemental questionnaire, and resume to:

City of West Sacramento
Human Resources Division
1110 West Capitol Avenue, 3rd Floor
West Sacramento, California 95691

You will be disqualified if you do not submit a completed City application, supplemental questionnaire, and resume.

Clearly indicate the position applied for on your application. Applicant may be required to submit additional proof of qualifications if sufficient information is not provided.

City application can be obtained in person, by sending a self-addressed, stamped envelope (#10 or business size) to the Human Resources Division, or by downloading the information from the City's web site at <http://www.cityofwestsacramento.org>

Final Filing Date: *This recruitment will close upon receipt of 100 applications or 5:00 p.m., August 23, 2017, whichever occurs first. This recruitment may close without notice.*

NO POSTMARKS. Applications, resumes, supplemental questionnaire, or any element thereof, received after this date and time will not be accepted.

Salary and Benefits:

Annual Salary: \$40,380—\$49,092

Monthly Steps: 3365-3533-3710-3896-4091

Medical, Dental and Vision Insurance: The City provides a generous cafeteria plan for purchase of medical, dental and vision. Full details can be obtained from the Human Resources Division.
Employees may elect to opt out of medical insurance, upon proof of other coverage, and are afforded \$350 per month "Share the Savings."

Life Insurance: \$20,000 term life insurance plan, paid by City.

Long-Term Disability Insurance: Paid by City.

Sick Leave: 8 hours per month

Vacation: 1 - 5 years = 10 days; 6 -10 years = 15 days; 11-20 years = 20 days; 20+ years = 25 days

Holidays: 14.5 paid holidays per year

Retirement: CalPERS 2% @ 60 or 2% @ 62 plan, depending upon the employee's status with CalPERS at the time of employment.

Social Security / Medicare: The City does not participate in Social Security, but does participate in Medicare.

Educational Incentive Program: \$75 per month for 60 college semester units; OR, \$120 per month for 90 college semester units.

Bilingual Pay: A 5% pay premium for employees possessing and utilizing bilingual skills on duty. (Qualification determined through testing procedures.)

Representation: This position is represented by Stationary Engineers, Local 39.

The City of West Sacramento is an Equal Employment Opportunity / Federal Affirmative Action Employer. Reasonable accommodation in the application, examination and selection process will be made upon request.

NOTE: The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change.

CITY OF WEST SACRAMENTO
IS RECRUITING FOR:

Recreation Coordinator (Youth & Adult Athletics)



**\$40,380—\$49,092 Annually,
Plus Excellent Benefits!**

(Open / Promotional)

Final Filing Date:

This recruitment will close upon receipt of 100 applications or 5:00 p.m., August 23, 2017, whichever occurs first.

This recruitment may close without notice.

The City of West Sacramento is seeking qualified applicants for the position of Recreation Coordinator in the Youth & Adult Athletic Programs

This recruitment is to fill a vacancy in the youth and adult athletics programs. This position will be coordinating and assisting with youth and adult athletic programs, youth sports programs and camps, special events, field scheduling, and community youth organization development.

DEFINITION: Under the direction of a Recreation Manager, or his/her designee, a Recreation Coordinator is responsible for the overall operations of a recreation facility or a major program area within the Recreation Division and its assigned temporary employees and volunteers.

ESSENTIAL FUNCTIONS: Coordinates, conducts and evaluates a variety of activities, services and events for various age and special interest groups at recreation facilities, schools and parks; publicizes programs, events and services using current technology and practices; serves as on-site supervisor as assigned; organizes and monitors equipment and inventory of assigned facility or program; trains, coordinates, assigns and reviews the work of assigned temporary employees and volunteers; directs staff regarding daily maintenance duties and facility/event set-up/breakdown; reports maintenance needs to his/her supervisor; conducts activity registration and handles cash management; reviews timesheets of assigned temporary employees prior to review and approval by his/her supervisor; utilizes the Facility Use Calendar to schedule facilities for use; completes written reports and records as required; performs a variety of clerical/administrative work as necessitated by the assignment; greets the public and answers or directs them to appropriate office personnel as necessary. **Marginal Functions:** Performs other related duties and responsibilities as assigned.

QUALIFICATIONS: Knowledge of: Basic recreation philosophy, techniques, and methodology; supervision techniques; basic mathematics, record

keeping and budgeting practices; First Aid and safety procedures. Ability to: Work in a multicultural environment; establish and maintain cooperative relationships with those contacted in the course of work; demonstrate and teach athletic skills and coordination for skill development; utilize computers to prepare and maintain accurate records, reports, flyers and other promotional materials; perform mathematic calculations; communicate clearly and effectively, both orally and in writing; exercise sound judgment within established guidelines; coordinate multiple activities; interpret and apply policies, procedures and guidelines; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; maintain mental capacity which allows for effective interaction and communication with others.

EDUCATION AND EXPERIENCE: Education: High school diploma or equivalent and an AA/AS from an accredited college, with major coursework in recreation or a related field. Experience: One (1) year of increasingly responsible related experience. Supervisory experience preferred. Additional qualifying experience can substitute for the required education on a year-for-year basis.

LICENSES AND CERTIFICATES: Possession of a valid Class "3" or "C" California driver's license; and current Cardiopulmonary Resuscitation (CPR) and Multi-Media and/or Standard First Aid certificates prior to placement at worksite. Depending upon assignment, may be required to obtain a Class "2" or "B" California driver's license within thirty (30) days of employment.

WORKING CONDITIONS: Work in an office or field environment; walking, standing, running, sitting for

periods of time; some stooping, bending, and climbing; dealing with the public.

SPECIAL CONDITIONS: Works a variety of shifts, weekends, and holidays.

VETERAN'S PREFERENCE: A veteran is defined in accordance with California Government Code 18973. In order to exercise this preference, the veteran must attach a copy of the DD-214 form to his or her application package as proof of military status. Failure to submit the required form by the final filing deadline of the recruitment will be deemed a waiver of veteran's preference. Further details can be obtained from the Human Resources Division.

EXAMINATION PROCESS: An official City of West Sacramento application form must be filled out in its entirety. The CalOpps on-line application is considered to be an official City application.

It is the applicant's responsibility to explain his/her qualifications fully and clearly. Incomplete information on the application may be cause for disqualification. In addition, the applicant must submit a resume, and supplemental questionnaire. Applications, resumes and supplemental questionnaire will be screened for qualifications. Depending upon the number of qualified applicants, additional screening criteria may be utilized. The most qualified applicants will be invited to an oral panel interview, tentatively scheduled to be held the week of September 5, 2017. Those applicants successfully passing all phases of the recruitment process will be placed on an eligibility list. The top scoring candidates will be referred to the Director of Parks & Recreation for further consideration and the final selection process.

APPLICATION PROCESS: ONLINE APPLICATION (Preferred Method): Candidates are encouraged to apply on-line using the CalOpps web site at www.calopps.org and visiting the City of West